

SAGAR GROUP OF INSTITUTIONS (SIRT, SIRTS, SIRTE)



Guidelines / Rules



1. There will be two faculty Mentors in each club.
2. Each student will be a member of at least ONE and at most TWO clubs.
3. To be functional each club will have a Minimum strength of 50 students, failing which the club may be merged with other club.
4. Each club will compulsorily have One student Convener, One Co-convener and 3-5 Executive Members.
5. Each club will hold a Maximum of 3 events and a Minimum of 2 events in each semester.
6. The calendar of events to be designed Centrally to avoid clashes.
7. Every Institute will have a Central point of contact (CPOC) who will oversee the club activities of their respective Institutes and will also coordinate with the Directors and the Student activity Coordinator (SGI Group).
8. The Mentors will act as Advisors/Supervisors of their clubs and all activities will be held under their supervision.
9. The mentors will hold 1 meeting /month with the Student Convener, Co-convener and executive members.
10. Each club will also have one meeting per semester of all the members headed by the Mentors.
11. All the clubs and Cells will fall under STUDENT ACTIVITY CENTRE(SAC)

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Rules and Policies of SAC (Use of SGI Premises)



Clause 1: These regulations are established to properly manage and fully utilize the Premises that belong to the Student Activity Center (or “the Center” hereafter) of the Sagar Group of Institutions.

Clause 2: The Premises that belong to the Center include the Anubhavanand Auditorium, Shivanand Auditorium, Music Equipments/sound systems.

Clause 3: Basically, these premises are meant for academic use, arts, celebrations, assembling or student clubs. Requirement must be given on priority with signed permission of Mentor, Coordinator and Convener.

Clause 4: These Premises, in principle, are intended for the use of student clubs, administration units and teaching units. ***No Outside Users are permitted.***

Clause 5: Vehicles that need to enter the campus, regardless of internal or external applicants, shall obtain entry permission in advance and park according to the instructions.

Clause 6: Internal applicants from the faculty or student clubs shall describe the function and content of the activities in the written application; All applications shall be submitted to the Management staff of the Center by the stipulated deadline.

Clause 7: The Administration may stop allotment the premise anytime if the user violates the regulations. Severe violators and/or law-breakers shall be punished in accordance with the law.

Clause 8: The user shall treat the equipments or devices of the Premises properly. Any damage caused by improper usage shall be compensated by the user. If any flaws or damages are found before use, the user shall notify the Management staff for repairs. The user shall be responsible for the reparation for the extended damage due to negligence of notification and continuation of use.

Clause 9: These regulations, having been passed in the administrative meeting, and shall be effective upon promulgation, so shall be the amendments hereof.



Rules and Policies of SAC (Conduction of Activities)



Clause 1.

Students must plan club activities by making a six months calendar.

Clause 2.

All Activities must be planned Institute wise/club wise after taking proper meetings with students of clubs/ With Faculty mentors and with Institute Coordinators.

Clause 3.

A prior Approval is needed from director of institution/ SAC convener/Sac Coordinator.

Clause 4.

Details of Activity such as requirements/ Venue/Budget/ Expenditures /Participation fee/Sponsorships must be clearly mentioned in writing form along with approval application.

Clause 5.

All Activities must be organized of holidays/Saturdays/Sundays or Some Special Occasion Days. Regular Academic activities must be un-affected.

Clause 6.

It will be sole responsibility of Club students to make a discipline committee to maintain the dignity and discipline during the activity/event.

Clause 7.

Fund Raising- Every Activity and event needs funds for smooth coordination/fulfillment of activity requirement. Fund generation can be done by participation fee or in form of sponsorships. Special requirement such as food, snacks, welcome bouquets, sound or cost of judges/ or guests must be priorly approved by core team members. Each of SAC activity is completely self-financed and institution is not liable to pay anything for any sort of requirement.

Clause 8.

Club Students must ensure the proper winding up of every event and hand over the required premises/ setups to administration at same day same time.